

**ASSISTANT CATALOGER**

*Library - Technical Services*

**SS-3**

**DEFINITION**

Under general supervision of the Head Cataloger, assists in cataloging, processing and ordering of library materials, utilizing computerized information and inventory systems, and provides daily guidance to staff and volunteers in book processing, mending activities, and receiving of ordered materials.

**ESSENTIAL FUNCTIONS**

Assists in cataloging of Library materials. Performs data entry of received and cataloged books, AV materials and on-order books into the regional network database. Researches information for the Head Cataloger regarding books being sent to the catalog center. Completes forms identifying database errors and problems, for resolution by Minuteman Network staff.

Instructs staff and volunteers in book processing, preservation, repair and rebinding. Sets up work, provides daily direction to staff, and resolves related problems in the book processing area. Performs specialized repairs, mends and processing.

Evaluates and prepares books sent to bindery; maintains related tracking records and liaison with bindery vendors.

Develops and performs technical processing on all Library AV materials.

Compiles statistics regarding technical services activities.

Interacts with book-jobbers, establishing priorities and resolving problems with received and on-order materials. Processes invoices for all materials received. Coordinates processing of donated materials.

Attends workshops related to processing and preservation of library materials and other technical services meetings and training sessions.

**OTHER DUTIES**

- Provides assistance to Head Cataloger, including word processing and on-line searches.
- Orders supplies for Technical Services department.
- Deletes lists of monthly withdrawn books that had fines attached.
- Withdraws from MLN database all lost and paid, damaged and discarded materials.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Skills, Knowledge and Abilities**

- Working knowledge of library technical service functions, including basic cataloging and network automated library systems.
- Knowledge of standard automated office procedures, practices, forms, and equipment.
- General knowledge of standard library materials.
- Ability to perform detailed work accurately and with dispatch.
- Interpersonal skills to interact effectively with other library staff and volunteers.

### **Education and Experience**

Duties require basic knowledge of library systems and technical skills in computerized systems equivalent to two years of college and 2-3 years experience in library operations with a focus on cataloging and technical processing.

## **SUPERVISION**

Provides daily direction and reviews accuracy of technical processing work performed by other technical processing staff and volunteers.

## **PHYSICAL ELEMENTS**

- Standing and lifting of books and related library materials.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.